



2001 WEIGH STATION INVENTORY OF NEEDS

PREPARED BY THE
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

IN COOPERATION WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION



BUSINESS, TRANSPORTATION
AND HOUSING AGENCY

Maria Contreras-Sweet, Secretary

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CALIFORNIA HIGHWAY PATROL

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CALIFORNIA DEPARTMENT OF
TRANSPORTATION

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D. O. HELMICK, Commissioner	JEFF MORALES, Director
Department of California Highway Patrol	California Department of Transportation
	
Date	Date

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PURPOSE STATEMENT

This Inventory of Needs is intended to serve as a planning and procedures document for commercial vehicle enforcement facilities, commonly called weigh stations. The main purpose of the Inventory of Needs is to document the decision-making process at the Director/Commissioner level relating to the identification, prioritization, implementation, and tracking of new facility construction; relocation; and major modifications.

NEED FOR COMMERCIAL FACILITIES

Highway pavement life depends upon the weight and frequency of the traffic carried. To illustrate the difference between cars and trucks, a road test sponsored by the American Association of State Highway Officials, established that it takes the passage of approximately 9,600 cars to equal the pavement damage caused by one legal 80,000 pound truck.

Based on a 1991 overweight vehicle fine schedule analysis, it is estimated that overweight vehicles alone increase the state highway system pavement maintenance and rehabilitation costs by \$17,000,000 annually. If excessive weights were not controlled by the weigh stations, these figures would be substantially greater.

Commercial vehicle safety has improved as a result of the inspection program. Expansion of the program to include other significant unprotected highways is essential. The presence of weigh stations also significantly increases the detection and apprehension of the impaired and fatigued commercial vehicle operator.

GOALS

1. Construction of new Inspection Facilities on unprotected highways and to relocate and upgrade existing facilities which are inadequate for existing traffic volume. These new facilities and upgrades will be completed over the next 10 to 15 years. (The priority order is identified on page v.)
2. To optimize safety, operational needs, and working conditions to ensure the efficient operation of existing facilities.
3. Continue to implement Intelligent Transportation System technology at major Inspection Facilities to improve trucking industry efficiency, and more effectively use enforcement personnel.

EXECUTIVE SUMMARY

PURPOSE

The Inventory of Needs was developed for the identification, prioritization, implementation, and tracking of weigh station projects including new facility construction, facility relocation, facility modifications, minor improvements, as well as facility maintenance.

DEFINITIONS

Definitions have been developed for the Department's commercial vehicle enforcement facilities (weigh stations) based upon primary function, staffing needs, size, location, and physical configuration. Five classifications have been established to define the existing and future facilities: Class "A," Class "B," Class "C," Class "D," and mini-sites.

PERMANENT SCALES

There are currently 53 facilities in 38 locations throughout the state, plus 58 mini-sites. (Refer to Location Map on page vi). Since the last Inventory of Needs document, the following changes have been made: Northbound Gilroy Inspection Facility near Gilroy on State Route 101 (SR-101) was opened; Cottonwood Inspection Facility near Anderson on northbound Interstate 5 (I-5) was opened to replace the northbound Cottonwood Platform Scale. Additionally, a new mini-site on eastbound SR-126 was designed, but its construction is on hold until a new site can be selected, and improvements to the eastbound SR-118 mini-site have been completed. The relocation of the Willits Platform Scale as well as design and construction of the Mountain Pass (I-15) and Needles (I-40) Ports of Entry are currently being planned. Southbound Livingston Platform Scale was demolished due to a highway widening project and is scheduled to be replaced.

FACILITY STAFFING

Facility staffing levels are based upon the operational objectives of the individual facility. Factors which determine these objectives include: facility class, command status, hours of operation, and enforcement needs. Facility staffing levels will be contingent upon the budgetary process and the fiscal well-being of the state.

FACILITY IMPROVEMENTS

Major facility improvement projects are those nonmaintenance-related facility improvements and/or modifications to existing facilities, with estimated costs in excess of \$750,000. Also included in this category are new facility construction and relocation projects. Currently, there are three facilities (Willits, Mountain Pass, and Needles) under construction or in design. (Refer to Bar Chart for Proposed Schedule of Funding on page v and Location Map on page ix).

Minor facility improvement projects include all nonmaintenance-related facility improvements and/or modifications with estimated costs not exceeding \$750,000.

Under the terms of the joint California Highway Patrol (CHP)/California Department of Transportation (Caltrans) Interagency Facility Maintenance Agreement, CHP and Caltrans have consented to a division of responsibility for specified repair and maintenance at commercial vehicle enforcement facilities.

FUNDING

Necessary funding for major facility projects is obtained by Caltrans through the State Highway Operation and Protection Program which is approved by the California Transportation Commission. The anticipated level of construction funding required to achieve the basic major project goals is approximately \$110,000,000 to be programmed over the next 10 to 15 years.

Minor improvement projects are funded specifically for facility improvements by monies set aside by Caltrans from their departmental minor project budget. This \$1.5 million per year, minor lump sum reserve is administered by Caltrans headquarters.

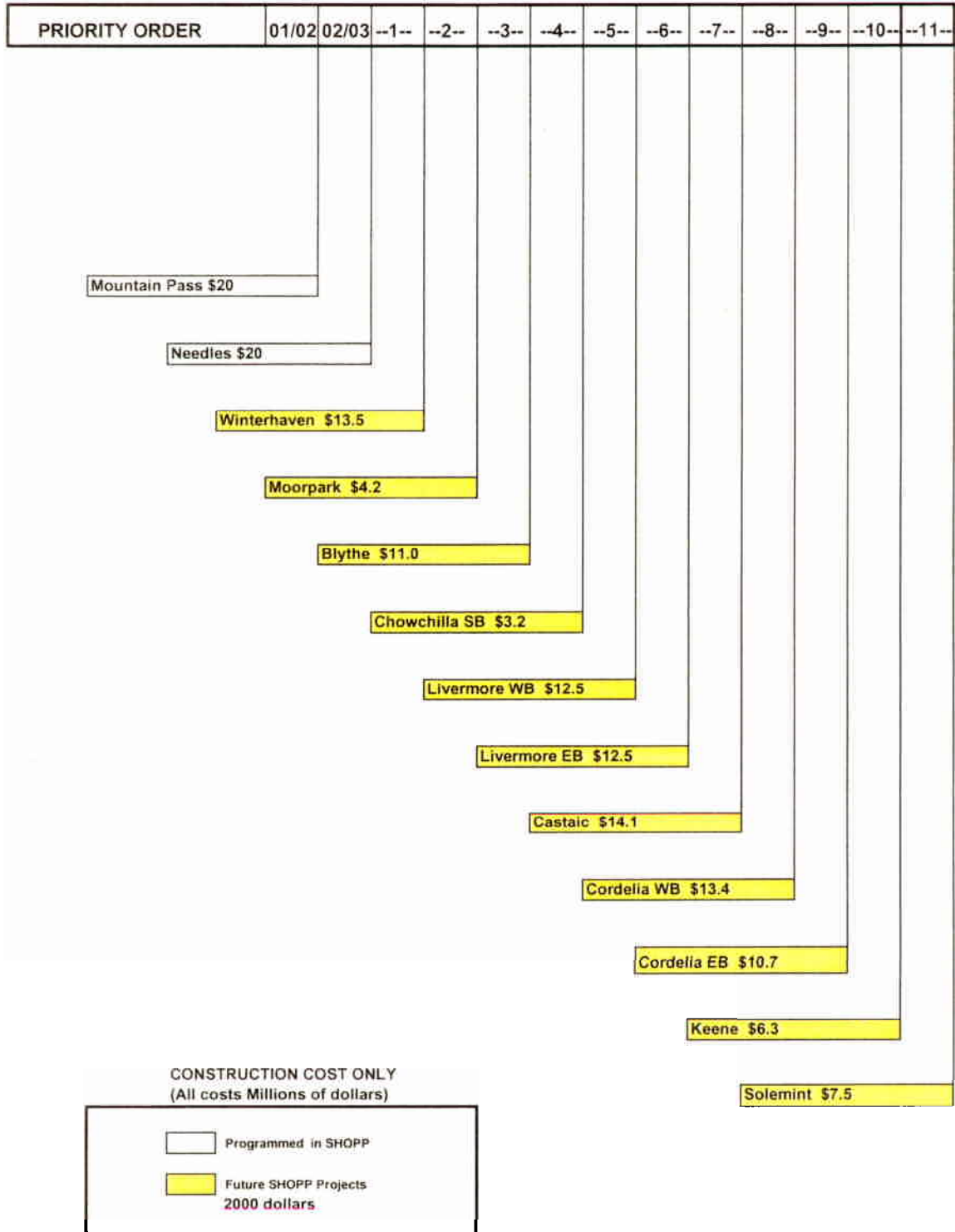
Funding for adding mainline bypass systems has also been set aside by Caltrans. An additional \$1.5 million per year has been allocated, until all locations selected to receive bypass systems have been constructed.

Facility maintenance is handled by CHP through the Interagency Facility Maintenance Agreement which Caltrans provides funding in the amount of \$1 million per year for expenditures. All other maintenance is handled by the local District office of Caltrans.

TRACKING AND CONTROLLING

Caltrans and CHP share joint responsibility for the tracking, controlling, and administering of funds for major and minor construction projects and maintenance relating to commercial vehicle enforcement facilities.

PRIORITY FOR NEW CONSTRUCTION & UPGRADE



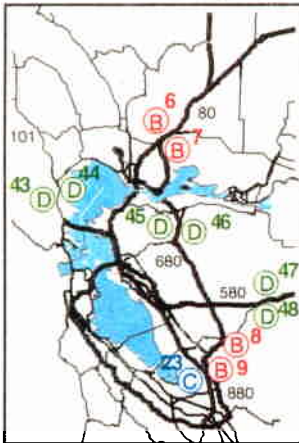
EXISTING COMMERCIAL VEHICLE ENFORCEMENT FACILITIES

(INSPECTION FACILITIES AND PLATFORM SCALES)

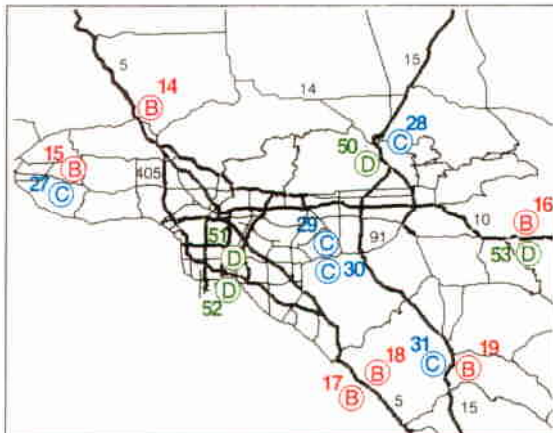
CLASS

- A 1-2 Port of Entry Inspection Facility (2)
- B 3-19 Inspection Facility (17)
- C 20-33 Platform Scale with Racetrack (14)
- D 34-53 Platform Scale no Racetrack (20)

See
San Francisco
& Vicinity
Enlargement



SAN FRANCISCO & VICINITY



LOS ANGELES & VICINITY

See Los Angeles &
Vicinity Enlargement

COMMERCIAL VEHICLE ENFORCEMENT FACILITIES LEGEND

Name	Route	Mile Post Marker
------	-------	------------------

Class A Facilities (2)

1. Otay Mesa	N/B 905	(11-SD-905-12.0)
2. Calexico	N/B 7	(11-IMP-7-0.1)

Class B Facilities (17)

3. Dunsmuir Grade	S/B I-5	(2-SIS-5-R7.2)
4. Cottonwood	N/B I-5	(2-TEH-5-40.6)
5. Donner Pass	W/B I-80	(3-NEV-80-18.8)
6. Cordelia	W/B I-80	(4-SOL-80-14.4)
7. Cordelia	E/B I-80	(4-SOL-80-14.2)
8. Mission Grade	N/B I-680	(4-ALA-680-R8.7)
9. Nimitz	N/B I-880	(4-ALA-880-4.2)
10. Gilroy	S/B US101	(4-SCL-101-8.8)
11. Gilroy	N/B US101	(4-SCL-101-11.4)
12. Chowchilla River	N/B SR-99	(10-MER-99-0.9)
13. Grapevine	S/B I-5	(6-KER-5-11.9)
14. Castaic	N/B I-5	(7-LA-5-R54.4)
15. Conejo	N/B US101	(7-VEN-101-9.0)
16. Desert Hills	W/B I-10	(8-RIV-10-R15.8)
17. San Onofre	S/B I-5	(11-SD-5-R67.4)
18. San Onofre	N/B I-5	(11-SD-5-R67.1)
19. Rainbow	N/B I-15	(11-RIV-15-1.0)

Class C Facilities (14)

20. Cottonwood	S/B I-5	(2-TEH-5-40.8)
21. Antelope	W/B I-80	(3-SAC-80-16.0)
22. Antelope	E/B I-80	(3-SAC-80-15.9)
23. Nimitz	S/B I-880	(4-ALA-880-3.7)
24. Santa Nella	S/B I-5	(10-MER-5-23.4)
25. Santa Nella	N/B I-5	(10-MER-5-23.5)
26. Cache Creek	W/B SR-58	(6-KER-58-105.5)
27. Conejo	S/B US 101	(7-VEN-101-9.2)
28. Cajon	N/B I-15	(8-SBD-15-R20.6)
29. Peralta	W/B SR-91	(12-ORA-91-R13.8)
30. Peralta	E/B SR-91	(12-ORA-91-R13.6)
31. Rainbow	S/B I-15	(11-SD-15-53.5)
32. Blythe	W/B I-10	(8-RIV-10-R144.5)

33. Winterhaven	W/B I-8	(11-IMP-8-R89.5)
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Name	Route	Mile Post Marker
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Class D Facilities (20)

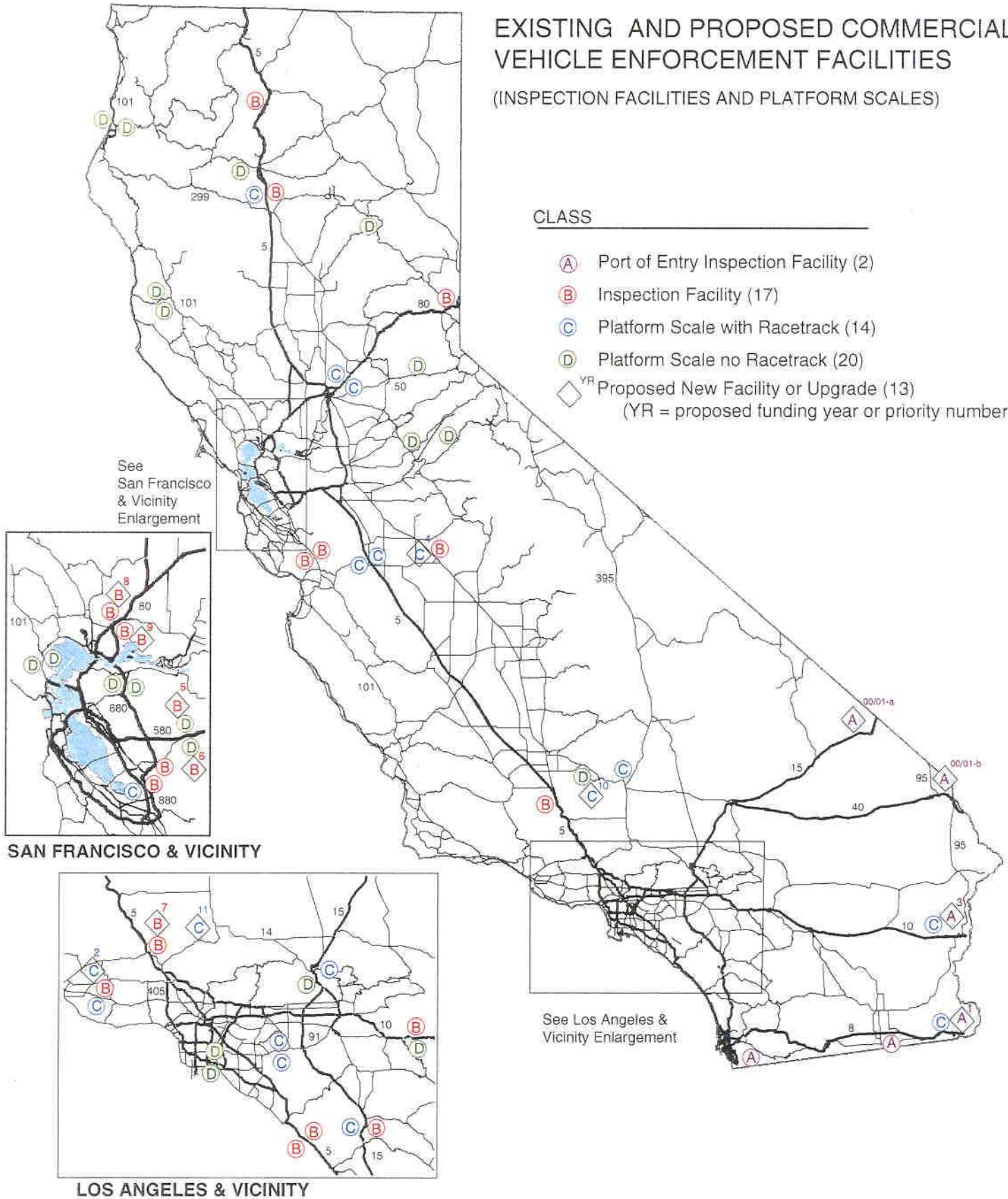
34. Little River	S/B 101	(1-HUM-101-97.3)
35. Buckhorn	W/B SR-299	(1-HUM-299-R7.4)
36. Whiskeytown	E/B SR-299	(2-SHA-299-12.6)
37. Willits	S/B US101	(1-MEN-101-48.7)
38. Two Rock	E/B SR-20	(1-MEN-20-28.7)
39. Keddie	W/B SR-70	(2-PLU-70-33.0)
40. Camino	W/B US 50	(3-ED-50-27.1)
41. Murphys	W/B SR-4	(10-CAL-4-29.7)
42. Lyons Dam	W/B SR-108	(10-TUO-108-17.2)
43. St. Vincents	S/B US 101	(4-MRN-101-15.2)
44. Terra Linda	N/B US 101	(4-MRN-101-14.1)
45. Walnut Creek	S/B I-680	(4-CC-680-16.0)
46. Walnut Creek	N/B I-680	(4-CC-680-15.9)
47. Livermore	W/B I-580	(4-ALA-580-R8.9)
48. Livermore	E/B I-580	(4-ALA-580-R9.2)
49. Keene	E/B SR-58	(6-KER-58-81.0)
50. Cajon	S/B I-15	(8-SBD-15-R20.9)
51. Carson	N/B I-405	(7-LA-405-11.7)
52. Carson	S/B I-405	(7-LA-405-12.2)
53. Desert Hills	E/B I-10	(8-RIV-10-R15.5)

EXISTING AND PROPOSED COMMERCIAL VEHICLE ENFORCEMENT FACILITIES

(INSPECTION FACILITIES AND PLATFORM SCALES)

CLASS

- (A) Port of Entry Inspection Facility (2)
- (B) Inspection Facility (17)
- (C) Platform Scale with Racetrack (14)
- (D) Platform Scale no Racetrack (20)
- YR Proposed New Facility or Upgrade (13)
(YR = proposed funding year or priority number)



**COMMERCIAL VEHICLE ENFORCEMENT FACILITIES
(PROPOSED NEW CONSTRUCTION SITES IN ORDER OF PRIORITY)
LEGEND**

Class A Facilities (4)

00/01a	Mountain Pass
00/01b	Needles
1.	Winterhaven
3.	Blythe

Class B Facilities (6)

4.	Chowchilla River
5.	Livermore (W/B)
6.	Livermore (E/B)
7.	Castaic
8.	Cordelia (W/B)
9.	Cordelia (E/B)

Class C Facilities (3)

2.	Moorpark
10.	Keene
11.	Solemint

I. FACILITY DEFINITIONS

Definitions have been developed for the commercial vehicle enforcement facilities based upon primary function, staffing needs, size, location, and physical configuration. Five classifications have been established to define existing and future facilities:

Class A Facility

Class B Facility

Class C Facility

Class D Facility

Mini-site

Currently, there are 38 facility locations throughout the state with some locations having a facility in each direction of travel. There are a total of 53 facilities; 2 Class "A," 17 Class "B," 14 Class "C," and 20 Class "D." Within the next four years, two new Class "A" facilities will be brought on-line in addition to one Class "D" facility. Additionally, there are 58 mini-sites.

A Facility Location List, and Facility Features and Equipment List are included in Appendices A and B, respectively.

A. CLASS "A" COMMERCIAL VEHICLE ENFORCEMENT FACILITY

Class "A" facilities are located at strategic points of entry into the state and have independent CHP command identity.

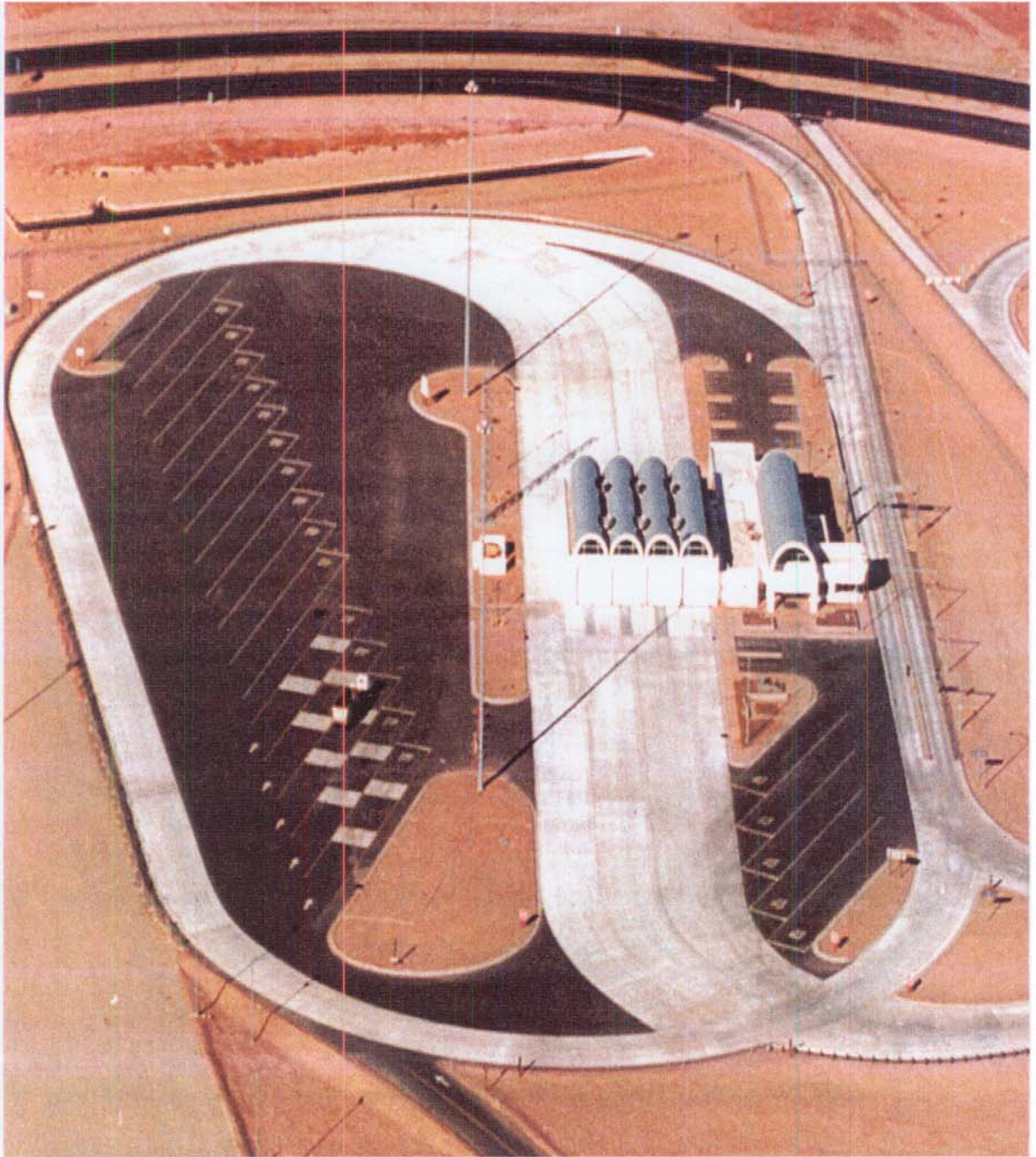
Class "A" facilities normally operate 24-hours per day, 7 days per week. Class "A" facilities may be used by other state or local agencies as well as jointly used by bordering state representatives at the commander's discretion. Therefore, they should include in their design, administrative office space designated for agencies such as the Air Resources Board, Board of Equalization, Department of Motor Vehicles, and court clerk. Accommodations and funding should also be included for the installation of the mainline bypass system. California Department of Food and Agriculture may co-locate at identified sites.

Class "A" facilities generally have Weigh-in-Motion and static scales for the weighing of vehicles, and covered areas for the inspection of vehicle equipment. The covered inspection area should be constructed with three or more bays (at least one designed without inspection pits). The number of bays is determined by the average daily truck traffic and projected long-term needs for the location. The facility should have an open storage area for legalizing loads, a parking area, and area to permit the turning of trucks for reweighing. Class "A" facilities are designed and staffed for a primary focus on the inspection of vehicle equipment and loads during all hours of operation.

Class "A" facilities should include a secured room for weapons storage/maintenance, and storage of evidence and other sensitive items, as well as separate break room, briefing room, and a training room. A work area for vehicle maintenance activities should also be included.

Class "A" commercial facilities are to be commanded by a lieutenant and staffed by sergeants, officers, Commercial Vehicle Inspection Specialists, clerks, and a maintenance worker and/or janitor.

The following page depicts a class "A" facility.



Picture of Class "A" Facility - Calexico

B. CLASS "B" COMMERCIAL VEHICLE ENFORCEMENT FACILITY

Class "B" facilities are located along major highway routes and have independent CHP command identity.

Class "B" facilities normally operate up to 24-hours per day, 7 days per week. Class "B" facilities may be used by other state or local agencies such as the Air Resources Board, Board of Equalization, Department of Motor Vehicles, California Department of Food and Agriculture, and court clerk. Administrative office space should be included in the facility design to accommodate allied agency use on a permanent or frequent basis. Accommodations and funding should also be included for the installation of the mainline bypass system.

Class "B" facilities generally have weigh-in-motion and static scales for the weighing of vehicles, and covered inspection areas for the inspection of vehicle equipment. The covered inspection area should be constructed with two or more bays (at least one designed without an inspection pit) The number of bays is determined by the average daily truck traffic and projected long-term needs for the location. The facility should have an open storage area for legalizing loads, a parking area, and area to permit the turning of trucks for reweighing. Class "B" facilities are designed and staffed for a primary focus on the inspection of vehicle equipment and loads during all hours of operation.

Class "B" facilities should include a secured room for weapons storage/maintenance, and storage of evidence and other sensitive items, as well as separate break and briefing rooms. The briefing room can be a combined briefing/training room.

Class "B" commercial facilities are to be commanded by a lieutenant and staffed by sergeants, officers, Commercial Vehicle Inspection Specialists, clerks, and a maintenance worker and/or janitor.

The following page depicts a class "B" facility.



Picture of Class "B" Facility - Cottonwood

C. CLASS "C" COMMERCIAL VEHICLE INSPECTION FACILITY

Class "C" facilities are located at strategic points on major highway routes. These facilities normally operate 24-hours per day, 5 or 7 days per week, predicated upon variable factors such as the average daily truck traffic and peak commercial traffic hours. These facilities should have static scales designed for vehicle weighing, areas for the inspection of vehicle equipment, open storage area for legalizing loads, parking area, and area to permit the turning of trucks for reweighing. Accommodations and funding should also be included for the installation of the mainline bypass system for facilities participating in this program.

Class "C" facilities are designed and staffed for a primary focus on the inspection of vehicle equipment and loads. Class "C" facilities not equipped with a covered inspection area and/or under-truck lighting should direct primary focus on vehicle inspections during daylight hours. During periods of darkness or inclement weather this focus would necessarily be redirected toward size, weight, and loading enforcement, as well as toward conducting Commercial Vehicle Safety Alliance Level II inspections of driver qualifications and topside vehicle equipment.

Class "C" facilities are to be staffed by officers and may be staffed by sergeants and Commercial Vehicle Inspection Specialists depending on the size, function, and location of the facility. Class "C" facilities located in close proximity to Class "A" or "B" facilities will become a portion of that command structure. Remaining Class "C" facilities are under the direct command of the respective Division Special Services Commander and, in those instances where a sergeant has not been specifically assigned to the facility, are supervised by the Division commercial sergeant.

The following page depicts a class "C" facility.



Picture of Class "C" Facility - E/B Antelope

D. CLASS "D" COMMERCIAL VEHICLE ENFORCEMENT FACILITY

Class "D" facilities are located at strategic points on major and secondary highway routes. Operational hours of these facilities are based on such factors as: the average daily truck traffic, peak truck traffic hours, and seasonal needs. These facilities shall have scales designed for the weighing of vehicles and may have a limited open area for the inspection of vehicle equipment. Accommodations should be made for the installation of the mainline bypass system for those facilities participating in the program. Class "D" facilities are designed and staffed for a primary focus on the weighing of vehicles.

Class "D" facilities are staffed by officers. Class "D" facilities located in close proximity to Class "A" or "B" facilities will become a portion of that command structure. Remaining Class "D" facilities are under the direct command of the respective Division Special Services Commander, and supervised by the Division commercial sergeant.

The following page depicts a class "D" facility.



Picture of Class "D" Facility - Keene

E. MINI-SITES

Mini-sites are designed as safe locations for portable scale operations. Mini-sites are strategically located on highways with an above-average volume of commercial vehicle traffic to screen vehicles which may use bypass routes to avoid commercial facilities. There are no above-ground facilities at mini-sites. Mini-sites should be designed to accommodate portable scales. The site should include an area designed for truck inspections, and may be randomly used by either platform scale personnel or Mobile Road Enforcement officers.

Operational equipment for mini-sites is normally transported to the site. Traffic is directed into the site by traffic control signs and appropriate roadway markings.

Mini-site locations are under the command of the facility commander or Division Special Services Commander who has supervisory responsibility for the officers using the site.

Pit scales are included within the definition of the term "mini-site" since they are simply considered to be an earlier version of the mini-site.

The following page depicts a picture of a mini-site.



Picture of Mini-Site - Located S/B 99 North of Riego Road, Sutter Co.

II. FACILITY STAFFING

A. Class "A" and "B" Facilities

Class "A" and "B" facilities are intended to be operational 24-hours per day, 7 days per week. CHP staffing generally includes 1 lieutenant, 2 sergeants, 10 to 12 officers, 16 to 20 Commercial Vehicle Inspection Specialists, 1.5 clerks, and 1 maintenance worker and/or 1 janitor.

These staffing levels are contingent upon the same budgetary considerations as mentioned in the Executive Summary based upon operational needs. CHP will make good faith efforts to staff Class "A" and "B" facilities at the 24-hours per day, 7 days per week level.

B. Class "C" and "D" Facilities

Class "C" and "D" facilities are generally operational less than 24-hours per day and 5 or 7 days per week. These facilities are not "stand-alone" command facilities, and therefore are not staffed by managerial or supervisory personnel. The facilities are normally staffed with 2 to 6 officers. In addition, Class "C" facility staffing usually includes 1 to 3 Commercial Vehicle Inspection Specialists and .5 clerk.

C. Mini-sites

Mini-sites are not staffed facilities. Personnel as well as needed operational equipment are transported to the site during hours of operation. Mini-sites are generally operated by Mobile Road Enforcement officers.

III. FACILITY IMPROVEMENTS

A. Major Improvement Projects

Major facility improvement projects are those nonmaintenance-related facility improvements and/or modifications to existing facilities, with estimated costs in excess of \$750,000. Also included in this category are new facility construction, facility relocation projects, and mini-site construction.

The projects are identified and prioritized based on a process developed by Caltrans and CHP. Some of the considerations include: input from Caltrans and CHP personnel, average daily truck traffic, proximity to other facilities, and availability of right-of-way. Complete major project identification and prioritization criteria can be found in Appendices C and D. Final decisions regarding new construction, relocation, and upgrades are made at the Director/Commissioner level.

B. Minor Improvement Projects

Minor facility improvement projects include all nonmaintenance-related facility improvements and/or modifications with estimated costs not exceeding \$750,000. Facility maintenance work is not included in this category.

Caltrans and CHP have developed processes for identifying and prioritizing minor improvement projects. These processes are detailed in Appendices E and F.

The addition of mainline bypass systems are handled as minor facility improvement projects. (These systems are necessary to implement the Commercial Facility Bypass Program (Prepass™).)

IV. FACILITY MAINTENANCE

A. Facility Maintenance -- Caltrans

Caltrans is responsible for all maintenance and repair items not specifically identified as CHP responsibility. CHP commanders or their designated alternates are to ensure maintenance work deemed the responsibility of Caltrans is coordinated through the local Caltrans district weigh station maintenance coordinator or the maintenance area supervisor.

An outline for requesting Caltrans maintenance work is included in Appendix G. A copy of the Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales form is included in Appendix H.

B. Facility Maintenance -- CHP

Under the terms of the joint CHP/Caltrans Interagency Agreement, CHP has primary responsibility for specified repair and maintenance at facilities. Coordination of these responsibilities shall be accomplished by facility commanders, Division Special Services Commanders, or their designated representatives. The joint agreement is included in Appendix I.

In this context, MAINTENANCE, is defined as "the preservation, upkeep, and restoration of the roadway structures and appurtenant facilities as nearly as possible in the condition in which they have been constructed." Additionally, "the preservation and keeping of right-of-ways, and each type of roadway structure, safety convenience of device, planting, illumination equipment and other facilities, in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvement." Also included is "the special or emergency maintenance or repair necessitated by accidents or by storms, or other weather conditions, slides, settlements, or other unusual or unexpected damage to a roadway, structure, or facility."

A listing of CHP maintenance responsibilities and procedures for initiating required maintenance work are included in Appendix J.

V. TRACKING AND CONTROLLING

Caltrans and CHP share joint responsibility for the tracking and controlling of major and minor improvements and new construction projects relating to commercial facilities. The goal is to ensure open lines of communication between the participants and enhance their ability to effectively communicate their needs.

Representatives from Caltrans, Office of Truck Services, and CHP Commercial Vehicle Section meet regularly to review the status of ongoing projects. The status of projects are updated by Caltrans with their district weigh station program advisor's input on a monthly basis. New projects may be introduced, and changes in minor project priority may be executed as needed. Participants should include input from CHP's field Division Special Services Commanders and Caltrans district weigh station program advisors as appropriate.

A CHP Enforcement Services Division's Commercial Vehicle Section representative should meet regularly with a Caltrans representative (of the appropriate managerial level) for a complete program review and update. Projects currently under way, as well as those under consideration, will be evaluated on the basis of progress, priority, and/or feasibility, as appropriate. Any mutually agreed upon changes can be instituted as a result.

VI. FACILITY DESIGN

Representatives from Caltrans' Office of Truck Services and Office of Structures and Design, and CHP representatives from Commercial Vehicle Section and Class "A" and "B" facilities should review and approve design proposals for future Class "A", "B", "C", and "D" facilities and, if necessary, develop and approve any necessary design changes or modifications.

VII. APPENDICES

- A. Commercial Vehicle Enforcement Facilities
- B. Facility Features and Equipment List
- C. Major Project Identification and Prioritization Process
- D. Major Improvement Priority Process
- E. Minor Project Identification and Prioritization Process
- F. Weigh Station Minor Improvement Projects Priority Rating Process
- G. Caltrans Maintenance Procedures
- H. CHP 280, Caltrans Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales
- I. State of California, Department of California Highway Patrol,
Department of Transportation Interagency Agreement
- J. California Highway Patrol Maintenance Responsibilities and Procedures
- K. Std. 13, Interagency Agreement

COMMERCIAL VEHICLE ENFORCEMENT FACILITY LOCATION LIST

<u>No.</u>	<u>Class</u>	<u>Rte.</u>	<u>Name</u>	<u>Dir.</u>	<u>Location</u>	<u>Dir.</u>	<u>Location</u>
1	D	4	Murphys	WB	(10-Cal-4-29.72)		
2	C/C	5	Santa Nella	SB	(10-Mer-5-23.44)	NB	(Mer-23.45)
3	C/B	5	Cottonwood	SB	(2-Teh-5-40.81)	NB	(Teh-5.40-40.61)
4	B	5	Dunsmuir Gr.	SB	(2-Sis-5-R7.15)		
5	B	5	Grapevine	SB	(6-Ker-5-11.87)		
6	B	5	Castaic			NB	(7-LA-5-R54.43)
7	B/B	5	San Onofre	SB	(11-SD-5-R67.41)	NB	(SD-5-R67.08)
8	A	7	Calexico			NB	(11-Imp-7-0.1)
9	C	8	Winterhaven	WB	(11-Imp-8-R89.51)		
10	B/D	10	Desert Hills	WB	(8-Riv-10-R15.00)	EB	(Riv-10-R15.54)
11	C	10	Blythe	WB	(11-Riv-10-R144.49)		
12	D/C	15	Cajon	SB	(8-SBd-15-R20.86)	NB	(SBd-15-R20.62)
13	C/B	15	Rainbow	SB	(11-SD-15-53.5)	NB	(8-Riv-15-R1.0)
14	D	20	Two Rock			EB	(1-Men-20-28.67)
15	D	50	Camino	WB	(3-ED-50-27.08)		
16	D	58	Keene			EB	(9-Ker-58-81.0)
17	C	58	Cache Creek	WB	(9-Ker-58-105.5)		
18	D	70	Keddie	WB	(2-Plu-70-32.98)		
19	B/B	80	Cordelia	WB	(10-Sol-80-14.42)	EB	(Sol-80-14.16)
20	C/C	80	Antelope	WB	(3-Sac-80-16.04)	EB	(Sac-80-15.91)
21	B	80	Donner Pass	WB	(3-Nev-80-18.8)		
22	C/C	91	Peralta	WB	(12-Ora-91-13.81)	EB	(Ora-91-R13.62)
23	B	99	Chowchilla Riv.			NB	(10-Mer-99-0.9)
24	D	101	Willits	SB	(1-Men-101-48.71)		
25	D	101	Little River	SB	(1-Hum-101-97.26)		
26	D	101	St. Vincents	SB	(4-Mrn-101-15.24)		
27	D	101	Terra Linda			NB	(4-Mrn-101-14.12)
28	B/B	101	Gilroy	SB	(4-SCI-101-8.8)	NB	(4-SCI-101-11.4)
29	C/B	101	Conejo	SB	(7-Ven-101-9.19)	NB	(Ven-101-8.96)
30	D	108	Lyons Dam	WB	(10-Tuo-108-17.17)		
31	D	299	Whiskeytown			EB	(2-Sha-299-12.64)
32	D	299	Buckhorn	WB	(1-Hum-299-R7.38)		
33	D/D	405	Carson	SB	(7-LA-405-12.17)	NB	(LA-405-11.70)
34	D/D	580	Livermore	WB	(4-Ala-580-R8.87)	EB	(Ala-580-R9.17)
35	B	680	Mission Gr.			NB	(4-Ala-680-R8.7)
36	D/D	680	Walnut Crk.	SB	(4-CC-680-15.99)	NB	(CC-680-15.89)
37	C/B	880	Nimitz	SB	(4-Ala-880-3.74)	NB	(Ala-880-4.22)
38	A	905	Otay Mesa			NB	(11-SD-905-12.0)

FACILITY FEATURES AND EQUIPMENT LIST

The following minimum features and equipment are necessary for the safe and efficient operation of all commercial vehicle enforcement facilities. Facility needs are listed by class of facility and supplying agency.

CLASS "D" FACILITY

Supplied by Caltrans:

- Static scales
- Loop counters
- Height sensor
- Length sensor
- Public address system
- Protective barrier between scale grounds and highway traffic
- Public rest rooms
- Adequate counter space for scale readout, printing equipment, radiological monitor, radio, and traffic control equipment
- Digital weight display (scalehead) and printer
- Overweight alarm
- Bullet-resistant glass and under-glass wall panels on all windows facing highway
- Drinking fountains in office, inspection, and public areas
- Office and counter space for enforcement activities
- CHP form storage area
- Central heating and air conditioning system
- Adequate storage area to house communication equipment (radio, telephone, Management Information System)
- Window covering
- Janitor closet with mop sink and storage cabinets for supplies
- Facility utility equipment storage room
- Outdoor security lighting
- Under-counter storage shelving and drawers for enforcement supplies
- Emergency eye wash
- Emergency shower
- Traffic control lights in scale lanes
- Highway sign (changeable message)
 1. "All Trucks Stop At Scales" white letters with black background
 2. "Scales Closed, Do Not Enter" white letters with black background

Supplied by CHP: (Caltrans preparation work may be required to facilitate installation.)

Telephone system for employees and the public

Citation imprinter

Rechargeable flashlight unit

Portable CHP radio and charger

Filing cabinets

Bookcases

Tables

Side chairs

Adding machine

Supply/storage lockers

Counter stools

CLASS "C" FACILITY

All features and equipment of a Class "D" facility plus:

Supplied by Caltrans:

- Video traffic and security monitoring system
- In-office storage space for commercial vehicle inspection specialist equipment
- Emergency signaling system
- Truck request/cancel system
- If equipped with covered and enclosed inspection area:
 - Exhaust fume removal system
 - Individual heating systems for commercial vehicle inspection specialist and officer inspection bay work stations

The following may be included:

- One inspection bay
- Under-truck lighting
- Telescoping bay doors
- Traffic lights (interior and exterior of bays)

Supplied by CHP: (Caltrans preparation work may be required to facilitate installation.)

- Management Information System terminal and printer
- Copy machine
- Microwave oven
- Refrigerator/freezer
- Safety step ladders
- Large wall-mounted fans (for inspection bay summer cooling in high heat areas)
- Fax Machine
- Base station with CHP radio console
- Personal computer and workstation equipment, including printer and modem

CLASS "B" FACILITY

All features and equipment of a Class "C" facility plus:

Supplied by Caltrans:

- Includes two, three, or four inspection bays
- May include under-truck lighting, inspection pits, and bay doors
- Commander's office (1 occupant)
- Public counter and enforcement office
- Supervisors' office (2 occupants)
- Sufficient office space for clerical positions assigned (1.5) and file storage
- Conference/training room with chalk boards and storage
- Weapons/evidence security room(s)
- Men's and women's locker rooms equipped with rest rooms and showers of sufficient size to account for fluctuations in employee gender representation. (Where possible, provide a moveable wall separating men's and women's locker rooms that can be adjusted when significant fluctuation occurs.)
- Employee break/lunch room with storage cabinets
- Combined briefing/training room (that can be separated with a floor to ceiling accordion divider) with storage cabinets
- Built-in kitchen unit (sink, garbage disposal, stove, refrigerator/freezer)
- Water faucets in inspection bays (one for each bay)
- Compressed air system
- Compressed air hook-ups in each bay and in weapons room
- Employee mail slots
- Office and counter space for interagency personnel

Supplied by CHP: (Caltrans preparation work may be required to facilitate installation.)

- Radio/monitor speakers
- Television/VCR
- 35mm or digital camera
- Polaroid camera
- Personal computer and workstation equipment, including printer and modem
- Executive wood desk and chair
- Metal desks (with and without typing pedestals) and chairs
- Ergonomic chairs for clerical work stations
- Executive wood bookcases
- Evidence locker

Shotgun/ammunition locker
Weapons clearing tube
Briefing tables
Stacking chairs
Typewriter
Postage scale and meter
Date/time clock

CLASS "A" FACILITY

All features and equipment of a Class "B" facility plus:

Supplied by Caltrans:

Sufficient office, scalehead and business counter space for allied agency personnel

Supplied by CHP: (Caltrans preparation work may be required to facilitate installation.)

Comprehensive computer data base for use by CHP and other state agencies assigned to the facility

MAJOR PROJECT IDENTIFICATION AND PRIORITIZATION PROCESS

A. Project Identification

1. Projects may be identified through input from CHP field Division Special Services Commanders, Caltrans district weigh station program advisors, local CHP commanders, Caltrans maintenance personnel, CHP and/or Caltrans Headquarters.
2. Projects may be identified as a result of biennial facility inspections conducted by Caltrans and/or CHP.
3. Caltrans district weigh station maintenance coordinators and/or CHP Headquarters personnel may reclassify a project originally submitted as a maintenance or minor improvement project, as a major improvement project.
4. New facility construction projects may be identified by outside sources such as other governmental agencies, legislative bodies, and citizen groups.

B. Project Prioritization

1. Major facility projects are prioritized jointly based upon criteria including: average daily truck traffic, bypass capability, proximity to existing facilities, proposed highway improvements, high speed Weigh-in-Motion information, and traffic collision trends. Additional items considered, although not in priority order, include whether or not:
 - a. the site will be cost-effective.
 - b. the climate and geographical terrain may limit effectiveness of the facility.
 - c. the appearance of the facility, and the operational noise level are acceptable to the community.
 - d. adequate right-of-way can be acquired to accommodate the facility.

- e. effective measures can be taken to eliminate bypass routes.
- f. the water supply and utilities needed for efficient operation of the facility are reasonably available.

The locations of mini-sites also include the above considerations. However, due to the lower cost involved, they may be constructed at locations where future highway improvements may limit their effective life if an enforcement presence is currently justified.

The network of facilities must provide maximum protection for as many highways as possible, however, commercial vehicle traffic passing through an installation should not be subject to duplicate control by other facilities within close proximity. The guideline for the facility type to be considered is based on the annual average daily truck traffic count (2-way, 24-hour counts), exclusive of 2-axle trucks.

- (1) Class "A" or Class "B" inspection facility > 2,000 vehicles
- (2) Class "C" or Class "D" facility > 600 vehicles

C. Procedures

- 1. Requests for major facility improvement projects, including relocation and new construction projects, shall be routed through the appropriate Division Chief to Enforcement Services Division and subsequently to Caltrans, Office of Traffic Operations.
- 2. Caltrans Headquarters and Commercial Vehicle Section will jointly review each recommended project and prioritize those which are subsequently considered for approval.
- 3. These projects and priorities will be submitted to CHP, Enforcement Services Division and Caltrans, Office of Truck Services for consideration and final approval.

D. Funding

Necessary funding for major facility projects is obtained by Caltrans through the State Highway Operation and Protection Program in conjunction with the California Transportation Commission (CTC).

MAJOR IMPROVEMENT PRIORITY PROCESS

- A. Project identified
- B. Enforcement Services Division's Commercial Vehicle Section, Caltrans consideration and CHP departmental approval
- C. Expenditure/authorization number initiated
- D. Project Study Report
 - 1. application for State Highway Operation and Protection Program candidacy
 - 2. project, alternatives, and costs discussed
- E. State Highway Operation and Protection Program approval
 - 1. approval presented to CTC for funding
 - 2. funding includes only right-of-way and construction costs
- F. Project report
 - 1. detailed project discussion
 - 2. specific alternative identified
 - 3. environmental clearances obtained
 - 4. right-of-way purchased
- G. Plans/specifications/estimates
 - 1. plans--blueprints and layouts
 - 2. specifications--material specifications, costs, and payments

- H. Funds approval
 - 1. funding approval reaffirmed by CTC
- I. Advertisement of project
 - 1. bid packages prepared, released, advertised
 - 2. bids returned
 - 3. contract awarded
 - 4. time limits defined
 - 5. direction on meeting specifications
- J. Construction begins
- K. Completed project accepted by CHP and Caltrans

MINOR PROJECT IDENTIFICATION AND PRIORITIZATION PROCESS

A. Project Identification

1. Improvement projects may be identified through input from CHP field Division Special Services Commanders, Caltrans district weigh station program advisors, and local CHP commanders.
2. The need for these projects may also be identified as a result of the biennial facility inspections conducted by Caltrans and/or CHP.
3. Caltrans district weigh station maintenance coordinators and/or CHP Headquarters personnel may also reclassify projects originally submitted as a maintenance request, as a minor improvement project.

B. Project Prioritization

Minor improvement projects are prioritized by use of a Caltrans/CHP developed project priority rating process. (See Appendix F.)

C. Procedures

1. Requests for facility improvement projects shall be routed through the appropriate CHP field Division Special Services Commander to Caltrans' Office of Truck Services.
2. All approved requests shall be forwarded to CHP, Enforcement Services Division, Commercial Vehicle Section.
3. Caltrans Headquarters and Enforcement Services Division will jointly prioritize approved projects and schedule for their completion.
4. Caltrans district weigh station program advisors may be used as a resource for local development projects.
5. The minor improvement list will be updated on a yearly basis unless an emergency situation requires modification of the current year's list.

D. Funding

Caltrans, through the Interagency Agreement with CHP, sets aside funds from their department minor project budget specifically for weigh station improvements. These funds are administered through Caltrans Headquarters.

**WEIGH STATION MINOR IMPROVEMENT PROJECTS
PRIORITY RATING PROCESS**

<u>NO.</u>	<u>ITEM</u>	<u>PTS.</u>	<u>DESCRIPTION</u>
------------	-------------	-------------	--------------------

I. Categories of Work

A.	40	Personnel safety (Cal-OSHA)
B.	32	Operations safety (video cameras, lengthen approach lanes, etc.)
C.	30	Upgrade to command status
D.	22	Truck control and movement (signals, signing, striping, out-of-service parking, etc.)
E.	18	Weighing capability enhancements (audible alarms, speakers, printers, etc.)
F.	15	Remodel for interagency clerks program
G.	10	Personnel/staff enhancements (staff room, lockers, showers, etc.)
H.	5	Increased space needs (files, storage, etc.)
I.	4	Truckers' improvements (rest room, telephones, vending machines, etc.)

II. Type of Facility

A.	20	Port of entry inspection facility (POE)
B.	15	Inspection facility
C.	10	Platform scale with CVIS assigned
D.		Platform scale without CVIS, includes pit scales and mini-sites

III. Hours of Operation

A.	10	24 hours 7 days/week
B.	8	24 hours 5 days/week
C.	6	16 hours 5 days/week
D.	4	8 hours 5 days/week
E.	2	Seasonal/random

IV. Type of Roadway

- | | | |
|----|----|------------------------------|
| A. | 10 | Freeway > 4 lanes |
| B. | 8 | Freeway <= 4 lanes |
| C. | 6 | Conventional highway 4 lanes |
| D. | 4 | Conventional highway 2 lanes |

V. Average Daily Truck Traffic

- | | | |
|----|----|---------------|
| A. | 20 | > 6,000 |
| B. | 16 | 4,000 - 6,000 |
| C. | 14 | 500 - 4,000 |
| D. | 6 | < 500 |

CALTRANS MAINTENANCE PROCEDURES

Procedures

The Caltrans Maintenance Request, CHP 280, has been developed to improve communications between CHP and Caltrans by providing an ability to track requests for maintenance and to ensure timely response to requests. The CHP 280 shall only be used for those requests not already covered by the current Interagency Agreement between CHP and Caltrans.

- A. Commanders shall indicate the location, facility name, a brief description of the maintenance or repair being requested, and sign and date the form. The original CHP 280 shall be forwarded to the local Caltrans district weigh station maintenance coordinator and a copy sent directly to Commercial Vehicle Section for use in recording and tracking repair requests.
- B. Upon receipt of a response from Caltrans, the commander shall provide a copy of the response regarding the work completion schedule directly to Commercial Vehicle Section for use in follow-up coordination and tracking at headquarters level with Caltrans.
- C. The Caltrans district weigh station maintenance coordinator will evaluate requests and coordinate maintenance projects.
- D. Any maintenance or repair work that is questionable as to responsibility (CHP or Caltrans) will be resolved by the CHP facility maintenance coordinator in cooperation with Caltrans.

Funding

Necessary funding for facility maintenance is provided as part of a joint CHP/Caltrans Interagency Agreement. Under the terms of the agreement, Caltrans transfers an agreed upon sum to CHP. These funds are administered by CHP's Accounting Section.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CHP 280 (Rev. 4-01) OPI 062

2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032, 2032-2033, 2033-2034, 2034-2035, 2035-2036, 2036-2037, 2037-2038, 2038-2039, 2039-2040, 2040-2041, 2041-2042, 2042-2043, 2043-2044, 2044-2045, 2045-2046, 2046-2047, 2047-2048, 2048-2049, 2049-2050, 2050-2051, 2051-2052, 2052-2053, 2053-2054, 2054-2055, 2055-2056, 2056-2057, 2057-2058, 2058-2059, 2059-2060, 2060-2061, 2061-2062, 2062-2063, 2063-2064, 2064-2065, 2065-2066, 2066-2067, 2067-2068, 2068-2069, 2069-2070, 2070-2071, 2071-2072, 2072-2073, 2073-2074, 2074-2075, 2075-2076, 2076-2077, 2077-2078, 2078-2079, 2079-2080, 2080-2081, 2081-2082, 2082-2083, 2083-2084, 2084-2085, 2085-2086, 2086-2087, 2087-2088, 2088-2089, 2089-2090, 2090-2091, 2091-2092, 2092-2093, 2093-2094, 2094-2095, 2095-2096, 2096-2097, 2097-2098, 2098-2099, 2099-2100, 2100-2101, 2101-2102, 2102-2103, 2103-2104, 2104-2105, 2105-2106, 2106-2107, 2107-2108, 2108-2109, 2109-2110, 2110-2111, 2111-2112, 2112-2113, 2113-2114, 2114-2115, 2115-2116, 2116-2117, 2117-2118, 2118-2119, 2119-2120, 2120-2121, 2121-2122, 2122-2123, 2123-2124, 2124-2125, 2125-2126, 2126-2127, 2127-2128, 2128-2129, 2129-2130, 2130-2131, 2131-2132, 2132-2133, 2133-2134, 2134-2135, 2135-2136, 2136-2137, 2137-2138, 2138-2139, 2139-2140, 2140-2141, 2141-2142, 2142-2143, 2143-2144, 2144-2145, 2145-2146, 2146-2147, 2147-2148, 2148-2149, 2149-2150, 2150-2151, 2151-2152, 2152-2153, 2153-2154, 2154-2155, 2155-2156, 2156-2157, 2157-2158, 2158-2159, 2159-2160, 2160-2161, 2161-2162, 2162-2163, 2163-2164, 2164-2165, 2165-2166, 2166-2167, 2167-2168, 2168-2169, 2169-2170, 2170-2171, 2171-2172, 2172-2173, 2173-2174, 2174-2175, 2175-2176, 2176-2177, 2177-2178, 2178-2179, 2179-2180, 2180-2181, 2181-2182, 2182-2183, 2183-2184, 2184-2185, 2185-2186, 2186-2187, 2187-2188, 2188-2189, 2189-2190, 2190-2191, 2191-2192, 2192-2193, 2193-2194, 2194-2195, 2195-2196, 2196-2197, 2197-2198, 2198-2199, 2199-2200, 2200-2201, 2201-2202, 2202-2203, 2203-2204, 2204-2205, 2205-2206, 2206-2207, 2207-2208, 2208-2209, 2209-2210, 2210-2211, 2211-2212, 2212-2213, 2213-2214, 2214-2215, 2215-2216, 2216-2217, 2217-2218, 2218-2219, 2219-2220, 2220-2221, 2221-2222, 2222-2223, 2223-2224, 2224-2225, 2225-2226, 2226-2227, 2227-2228, 2228-2229, 2229-2230, 2230-2231, 2231-2232, 2232-2233, 2233-2234, 2234-2235, 2235-2236, 2236-2237, 2237-2238, 2238-2239, 2239-2240, 2240-2241, 2241-2242, 2242-2243, 2243-2244, 2244-2245, 2245-2246, 2246-2247, 2247-2248, 2248-2249, 2249-2250, 2250-2251, 2251-2252, 2252-2253, 2253-2254, 2254-2255, 2255-2256, 2256-2257, 2257-2258, 2258-2259, 2259-2260, 2260-2261, 2261-2262, 2262-2263, 2263-2264, 2264-2265, 2265-2266, 2266-2267, 2267-2268, 2268-2269, 2269-2270, 2270-2271, 2271-2272, 2272-2273, 2273-2274, 2274-2275, 2275-2276, 2276-2277, 2277-2278, 2278-2279, 2279-2280, 2280-2281, 2281-2282, 2282-2283, 2283-2284, 2284-2285, 2285-2286, 2286-2287, 2287-2288, 2288-2289, 2289-2290, 2290-2291, 2291-2292, 2292-2293, 2293-2294, 2294-2295, 2295-2296, 2296-2297, 2297-2298, 2298-2299, 2299-2300, 2300-2301, 2301-2302, 2302-2303, 2303-2304, 2304-2305, 2305-2306, 2306-2307, 2307-2308, 2308-2309, 2309-2310, 2310-2311, 2311-2312, 2312-2313, 2313-2314, 2314-2315, 2315-2316, 2316-2317, 2317-2318, 2318-2319, 2319-2320, 2320-2321, 2321-2322, 2322-2323, 2323-2324, 2324-2325, 2325-2326, 2326-2327, 2327-2328, 2328-2329, 2329-2330, 2330-2331, 2331-2332, 2332-2333, 2333-2334, 2334-2335, 2335-2336, 2336-2337, 2337-2338, 2338-2339, 2339-2340, 2340-2341, 2341-2342, 2342-2343, 2343-2344, 2344-2345, 2345-2346, 2346-2347, 2347-2348, 2348-2349, 2349-2350, 2350-2351, 2351-2352, 2352-2353, 2353-2354, 2354-2355, 2355-2356, 2356-2357, 2357-2358, 2358-2359, 2359-2360, 2360-2361, 2361-2362, 2362-2363, 2363-2364, 2364-2365, 2365-2366, 2366-2367, 2367-2368, 2368-2369, 2369-2370, 2370-2371, 2371-2372, 2372-2373, 2373-2374, 2374-2375, 2375-2376, 2376-2377, 2377-2378, 2378-2379, 2379-2380, 2380-2381, 2381-2382, 23

2000-2001

CHP FACILITY SUPERVISOR'S SIGNATURE _____

DATE _____

DATE REQUEST RECEIVED BY CALTRANS

STATUS OF REQUEST (RESPOND IF NOT COMPLETED IN 30 DAYS)

FINAL DISPOSITION (IF NOT COMPLETED AS REQUESTED)

CALTRANS DISTRICT MAINTENANCE REPRESENTATIVE'S SIGNATURE

DATE COMPLETED

CC: Commercial Vehicle Section CVS
CalTrans HQ - Chief Office of Truck Studies

**STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
DEPARTMENT OF TRANSPORTATION
INTERAGENCY AGREEMENT**

THIS AGREEMENT is made and entered into this first day of June 2001, between the Department of California Highway Patrol, hereinafter called CHP, and the Department of Transportation, hereinafter called Caltrans.

Section 1. Preliminary Statement

This interagency agreement addresses individual responsibilities of CHP and Caltrans at existing commercial vehicle enforcement facilities (commonly called weigh stations) within and outside the scope of the Interagency Facility Maintenance Agreement (IFMA), as well as improvements to existing facilities and the construction of new facilities.

Section 2. Decision-Making

- A. All decisions pertaining to repairs, improvements, maintenance, and future projects, will be made by Executive Management from CHP and Caltrans and disseminated to the appropriate district. The districts will implement the decisions in a timely manner.
- B. CHP and Caltrans will coordinate all phases of decision-making, especially in the following areas:
 - 1. Project priority
 - 2. Future projects
 - 3. Expenditure of funds

Section 3. Prioritization and Responsibilities

- A. CHP and Caltrans agree to cooperate in maintaining and improving the existing weigh stations (Inspection Facilities and platform scales) and in the construction of new facilities.

B. Caltrans agrees to:

1. Centralize the prioritization, programming, and design of weigh station major and minor projects in their headquarters office; and address improvements from a statewide perspective.
2. Designate, in headquarters and in each Caltrans district, a program advisor for major and minor improvements and a maintenance coordinator. An updated roster shall be provided to CHP Headquarters on a quarterly basis.
3. Develop annual priority lists of minor projects using criteria developed jointly and approved by CHP.
4. Develop and maintain priority lists of major projects using criteria developed jointly and approved by CHP.
5. Closely monitor the status of weigh station maintenance and major and minor improvement projects.
6. Expeditiously provide maintenance of the weigh stations not delegated to CHP under the IFMA.
7. Allocate funds specifically for major and minor improvements at weigh stations. Specifically, Caltrans will:
 - A. Allocate \$1.5 million annually for the completion of Minor A & B projects and make good faith efforts to provide additional funding when possible.
 - B. Make good faith efforts to designate \$10 million annually in the State Highway Operation and Protection Program for the construction of new facilities or major modifications of existing facilities.
8. Should Caltrans for whatever reason be unable to allocate funds as stated in 7. A. and 7. B. above, the Director of Caltrans shall communicate the fact in writing to the Commissioner of CHP.
9. Administer funding for Minor A and B projects.

10. Promptly notify CHP of major unforeseen problems delaying maintenance activities on major or minor projects.

C. CHP agrees to:

1. Accept responsibility for maintenance, repair, or modification of weigh stations throughout the State of California. The scope of this responsibility includes all projects within the parameters of the Interagency Facility Maintenance Agreement.
2. Coordinate all maintenance activities not covered under the Interagency Facility Maintenance Agreement between the local CHP commander having control over the facility and the designated Caltrans district maintenance coordinator. A Caltrans Maintenance Request For Commercial Vehicle Inspection Facility and Platform Scales Form, CHP 280, shall be prepared by the commander or facility supervisor for each maintenance request and forwarded to the Caltrans district maintenance coordinator and a copy to Commercial Vehicle Section.
3. Coordinate the development of Minor A, Minor B, and major improvement projects and the development of priority lists to establish project development and funding schedules between the designated Caltrans Headquarters and district weigh station program advisors and Commercial Vehicle Section staff.
4. Develop, through Commercial Vehicle Section, definitions of the various categories (or types) of weigh stations and establish an operational plan for each site to include standard hours of operation and staffing levels.
5. Assign a CHP Headquarters coordinator to meet with Caltrans Headquarters on a periodic basis to facilitate the management of maintenance and improvement requests.
6. Provide a list of facility supervisors and managers designated to coordinate with the Caltrans district program advisors and maintenance coordinators.

D. CHP and Caltrans mutually agree to:

1. Develop and periodically update prioritization criteria for weigh station minor improvement projects, and establish project priorities and lists based on these criteria annually.

2. Determine the specific location and configuration of any new facility based on operations, traffic, engineering, environmental, and right-of-way concerns.
3. Maintain routine contact between CHP and Caltrans on weigh station matters covered by this agreement through the designated Caltrans Headquarters program advisor and CHP Headquarters coordinator.
4. Hold regular meetings (CHP Headquarters coordinator and the Caltrans Headquarters program advisor, with supporting Caltrans maintenance and project development representatives) on an agreed upon schedule to review the status of projects and maintenance needs.

Section 4. Future Projects

- A. The planning and construction of new commercial facilities and upgrades impacting CHP staffing levels will be the responsibility of CHP and Caltrans. The final decision will be made at the Commissioner/Director level.
 1. CHP responsibilities will include:
 - a. Recommending location
 - b. Recommending configuration of facility
 - c. Determining staffing levels
 - d. Developing operational plans
 2. Caltrans responsibilities will include:
 - a. Property acquisition
 - b. Funding
 - c. Structure design
 - d. Developing construction contracts
 - e. Supervising construction of facility

Section 5. Contract Administration

The contract administrator for Caltrans is the Chief, Office of Truck Services, (916) 654-5548.

The contract administrator for CHP is the Commander, Commercial Vehicle Section, (916) 445-1865.

Section 6. Term and Termination

- A. Contingent upon approval, this agreement shall begin on May 1, 2001. This agreement shall be reviewed annually by both departments to determine and implement necessary modifications.
- B. This agreement shall continue in force from its effective date through the end of the 2003/2004 fiscal year or until such time as both parties consent in writing to terminate it. Termination shall begin not less than 30 days following such written consent.


D. O. HELMICK, Commissioner
Department of California Highway Patrol

9/19/01
Date


JEFF MORALES, Director
California Department of Transportation

11-5-01
Date

CALIFORNIA HIGHWAY PATROL MAINTENANCE RESPONSIBILITIES AND PROCEDURES

MAINTENANCE RESPONSIBILITIES

- A. Caltrans will be responsible for all maintenance and repair items not specifically identified as CHP responsibility under the terms of the Interagency Agreement, Std. 13. (Refer to Page J-5 for a complete list of maintenance items which are CHP responsibility.)

PROCEDURES

- A. Commanders or their designated representatives shall direct requests for repair, maintenance, or contract services included in the Inter-Agency Facility Maintenance Agreement to the facility maintenance coordinator assigned to Commercial Vehicle Section at (916) 445-1865.
- B. When approving maintenance or repair work, the facility maintenance coordinator will supply a contract number or "X" number to the individual requesting the work. The following procedures outline the responsibilities of commanders, or their designated representative, and steps required to obtain an "X" number:
 - 1. DEFINITION: "X" numbers are verbal authorizations to contract for services/repairs.
 - 2. SECURING BIDS: Commanders are responsible for securing bids for necessary service.
 - a. For services estimated to cost \$999.99 or less, three bids are required. Price quotes are obtained by telephone. Record the contractor information on a CHP 78X, "X" Number Request.
 - b. Only one bid is required for emergency repair/service. Emergency is defined as "necessary for the immediate preservation of life or state property." Record the contractor information on a CHP 78X, and provide an explanation of the emergency.
 - c. In cases where only one bid can be obtained, record the information on a CHP 78X and provide an explanation as to why only one bid was obtained.

3. Services of \$1,000 or more: A contract must be negotiated as "X" numbers will not be issued for service of \$1,000 or more. Contact the facility maintenance coordinator at Commercial Vehicle Section if it is anticipated the repair or service will exceed \$1,000.
4. Obtaining "X" numbers: "X" numbers are provided by the facility maintenance coordinator in Commercial Vehicle Section.
5. Information needed: The following information will be needed by the facility maintenance coordinator.
 - a. Type of service or repair.
 - b. Facility requesting the "X" number.
 - c. Contractor's name.
 - d. Approximate dollar amount of the repair or service. An "X" number will not be provided without a dollar amount.
6. Receipt of "X" number: Upon receipt of the "X" number, the facility commander shall enter the "X" number on the CHP 78X and contact the contractor to begin service. Instruct the contractor to:
 - a. Place the "X" number on the invoice.
 - b. Send an itemized invoice in triplicate to the facility commander for approval. An itemized invoice consists of the materials/parts/supplies costs, sales tax, labor costs, and the total amount.
 - c. The invoice should be on preprinted bill head or the contractor must sign the invoice prior to sending it to the facility.
7. Receipt of the Invoice: Upon receipt of the itemized invoice, the facility commander shall:
 - a. Ensure the invoice is itemized and in triplicate.
 - b. Retain the postmarked envelope and staple it to the invoice.

- c. Approve, initial and date two copies of the invoice.
 - d. Ensure the "X" number is on the invoice.
 - e. Forward the original plus one approved copy of the invoice with the contractor's postmarked envelope, and the CHP 78X form to the facility maintenance coordinator at Commercial Vehicle Section within three working days of receipt. Retain one copy of the invoice in local files.
8. Duplicate Invoices: Commanders should ensure that duplicate invoices are not approved for payment. If a questionable invoice is received, attach a route slip with a notation "Possible duplicate" and the "X" number that was assigned to the service/repair. Forward the invoice and the postmarked envelope to the facility maintenance coordinator in Commercial Vehicle Section.
9. Payment Inquiries: Facilities receiving inquiries on invoice payment should contact the facility maintenance coordinator. The following information must be available.
- a. "X" number.
 - b. Contractor's name.

If necessary, the facility maintenance coordinator will contact Accounting Section to resolve payment inquiries.

- c. In the event a situation arises that requires immediate emergency repair and the facility maintenance coordinator cannot be contacted, the commander or designated representative may obtain the emergency repair from a private vendor. However, the facility maintenance coordinator must be notified of the work done as soon as practical.
- d. Commanders or their designated representative shall ensure that all maintenance and repair work is done in a timely and complete manner before payment is authorized.
- e. Caltrans Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales forms, CHP 280, are to be used exclusively for requesting maintenance work from Caltrans.

Improvement projects, which are outside the scope of the Interagency Facility Maintenance Agreement shall not be documented on this form. They should be forwarded to Commercial Vehicle Section and Caltrans Headquarters by the district maintenance coordinator.

The CHP has agreed to perform maintenance on the following items:

1. Landscape maintenance.
2. Repair or replace signs, excluding changeable message signs, but including vehicle load and height indicators and automatic truck counters.
3. Maintain the platform load axle scale, excluding the Weigh-in-Motion system.
4. Provide for the inspection and resealing of the scales in accordance with the State/County Weights and Measures annually or following repair.
5. Provide replacement doors, windows, screens, etc.
6. Repaint as necessary or at five-year intervals.
7. Repaint public restrooms annually.
8. Maintain heating/air conditioning systems, excluding the boiler and hydronic systems.
9. Maintain water, sewer systems, and wash water systems, including hot water heaters, water well tanks, granulated activated carbon filters, and above ground pumps and sumps.
10. Provide septic tank service, including necessary cleaning.
11. Provide steam cleaning service for the scale lanes, inspection bays, and building exteriors as necessary.
12. Provide pest control service.
13. Provide sweeping service for the parking lot area.
14. Maintain the electrical and lighting systems, excluding signals, underground conduit and wires, elevated overhead street lights, and overhead bay lights.
15. Maintain and repair garage doors and openers.
16. Maintain and repair the closed circuit video systems and the public address system.

17. Provide miscellaneous minor repairs (floor tile, window blinds/shades, roofing).
18. Maintain platform scale pit covers.
19. Maintain, and repair standby generator system and appurtenances.
20. Maintain and repair inspection pit covers and drive mechanism.
21. Maintain and clean roof drains and gutters.

All other maintenance items not specified above will be the responsibility of Caltrans.

For additional information, contact the CHP, Commercial Vehicle Section facility Sergeant at (916) 445-1865 or the Caltrans weigh station program advisor at (916) 654-7288.